

Maryland Pollution Prevention Partnership Working Charter

Mission

We are a voluntary working partnership of federal and state environmental entities within the State of Maryland to promote pollution prevention as the preferred strategy for environmental protection and resource conservation.

Vision

To enhance our respective missions, optimize resources and promote environmental stewardship in the State of Maryland by becoming a nationally recognized, results-driven partnership that promotes and achieves pollution prevention solutions.

Guiding Principles

We will work to foster community well being, build trust, achieve state and federal environmental priorities while assuring mission readiness.

Goals

- ◆ Make substantive, measurable and sustainable environmental improvements
- ◆ Improve communication to discuss issues, share ideas and lessons learned
- ◆ Work cooperatively, pooling resources where possible to find joint P2 solutions
- ◆ Provide a forum for regulatory issues and updates
- ◆ Develop and promote P2 training and education opportunities

Membership and Responsibilities

- ◆ Initially, we represent military, MDE, EPA. After one year, we will consider including others.
- ◆ Members are expected to attend all scheduled meetings. Alternates and/or substitutes may attend, provided they are knowledgeable, able to fully participate and make decisions for their command/organization at the same level as the designated member.
- ◆ Members are encouraged to invite subject matter experts from their organization/command who would be interested in meeting topic(s). Just let the host know.
- ◆ In the event a member misses several meetings, the RECs will investigate the cause and take appropriate action.
- ◆ Ideally partnership decisions will be made by consensus – a decision all members can live with and support upon implementation. If a consensus cannot be reached, the issue will be “parked” until the group decides to reopen the discussion.
- ◆ Membership is at no cost with the exception of refreshments/lunch to be paid for by each attendee.

Host Role and Responsibilities

- ◆ Chairs the meeting
- ◆ Works with Steering Group to finalize meeting agenda
- ◆ Provides meeting space and arranges meeting logistics
- ◆ Arranges for coffee/donuts at lunch
- ◆ Provides directions/maps and security information
- ◆ Provides emergency/cell phone number
- ◆ Takes minutes of the meeting
- ◆ If indicated:
 - Senior person welcomes MP3
 - Provides facilitator
 - Provides tour of facility
 - Provides brief of major environmental/P2 activities

Steering Group (RECs, MDE rep, EPA rep,)

- ◆ Coordinate/communicate with representative organization/service
- ◆ Finalize the agenda
- ◆ Assist host facility in preparations for the meeting

Scheduling

- ◆ Meet quarterly and do work in between meetings
- ◆ Come prepared at each meeting to schedule the next quarterly meeting
- ◆ Host/Steering Committee to reschedule if Host has a major conflict or emergency

Communications

- ◆ We will use email as the primary method of communication
- ◆ Workgroups will provide progress updates to partnership members by email prior to meeting and discuss at meeting.